

Cumberland County 11  
Downe Township Schools 1120

Downe Township Schools  
220 Main Street, PO Box 809  
Newport, NJ 08345

# 836

**CONTRACT  
OF  
TERMS & CONDITIONS  
OF  
EMPLOYMENT  
FOR THE  
STAFF  
OF THE**

**DOWNE TOWNSHIP PUBLIC  
SCHOOLS**

FOR

*1995-96  
1996-97  
1997-98*

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## PREAMBLE

This Agreement entered into this first day of July 1995, by and between the Board of Education of Downe Township, the City of Newport, New Jersey, hereinafter called the "Board" and the Downe Township Education Association / Concerned About Real Education [s] , hereinafter called the D.T.E.A./C.A.R.E.s.

## WITNESSETH

WHEREAS, the parties have reached certain understandings which they desire to confirm in the Agreement, be it

RESOLVED, in consideration of the following mutual covenants, it is hereby agreed as follows:

## ARTICLE I

### RECOGNITION

1.1 The Board hereby recognizes D.T.E.A./C.A.R.E.s as the exclusive and sole representative for collective bargaining negotiations concerning grievances and terms of employment for all staff, which shall include: all teachers and professional personnel, instructional aides, clerical aides, bus drivers, cafeteria/food service and custodial/janitorial staff, and secretaries (excluding confidential secretaries) whether full or part time, employed or to be employed by the Board.

1.2 Unless otherwise indicated, the term "Staff" or employee, when used hereinafter in this Agreement, shall refer to all employees represented by D.T.E.A./C.A.R.E.s in the negotiating unit as above defined and references to female staff shall include male staff."

## ARTICLE II

### NEGOTIATION OF SUCCESSOR AGREEMENT

**2.1** The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of 1974, in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin not later than December 1 of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all applicable members of the bargaining unit and be ratified by both parties.

**2.2** If a mutually acceptable amendment to this agreement is negotiated by the parties, it shall be reduced to writing and ratified by D.T.E.A./C.A.R.E.s and the Board and inserted as an amendment to the existing contract.

**2.3** This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

## ARTICLE III

### GRIEVANCE PROCEDURE

**3.1** A "Grievance" is a claim by an employee or D.T.E.A./C.A.R.E.s based upon the interpretation, application or violation of this agreement, policies or administrative decisions affecting an employee or group of employees. Only cases based upon the interpretations, application or violation of the agreement and policies, administrative decisions and practices that affect the terms and conditions of employment are subject to the arbitration provisions of this agreement.

**3.2** The purpose of this procedure is to secure, at the lowest possible level, solutions to the problems which may from time-to-time arise affecting members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. The parties further agree that the time constraints of this procedure are to be considered maximums and the failure of either party to process any grievance according to the time limits contained in the procedure below will render the grievance settled in favor of the other party. The time limits specified may, however, be extended by mutual agreement.

**3.3** In the event a grievance is filed at such time that it cannot be processed through all steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, time limits set forth herein may be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practical.

### **3.4 PROCEDURE**

**A. Level 1** A staff member with a grievance shall first discuss it informally with his/her immediate supervisor within twenty (20) working days after becoming aware of the grievance. The immediate supervisor shall review any facts presented by the grievant and shall render a decision in writing to the grievant within seven (7) working days of the actual receipt of the grievance.

**B. Level 2** If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 1, he/she may submit the grievance to the Superintendent of Schools, in writing, within five (5) working days after receiving the decision of the immediate supervisor. The Superintendent of Schools will investigate the information presented in the written grievance form and will prepare a written decision within five (5) working days after receipt of the appeal.

**C. Level 3** If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 2, he/she may submit his/her grievance to the Board of Education in writing, within ten (10) working days after receiving the written decision of the Superintendent in Level 2 above. The Board of Education shall review the information provided on the appeal form and shall render a decision in writing within twenty (20) working days from the date of the receipt of the grievance.

#### **D. Level 4**

(1) If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 3, he/she may within five (5) working days after the decision by the Board, request in writing, that the Association submit the grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) working days after receipt of a request by the aggrieved person.

(2) Within ten (10) working days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the **Public Employment Relations Commission (PERC)**. The parties shall then be bound by the rules and procedures of the **Public Employment Relations Commission**.

(3) The arbitrator's decision shall be in writing and shall be submitted to the Board and the D.T.E.A./C.A.R.E.s and shall be binding on both parties.

(4) The costs for the services of the arbitrator including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the D.T.E.A./C.A.R.E.s. Any other expenses incurred shall be paid by the party incurring the same.

**3.5** Any aggrieved person may be represented at all stages of the grievance procedure by his/herself or the D.T.E.A./C.A.R.E.s, provided that the issue engendered in the grievance affects that member only. If there is a potential for a broader impact on the unit as a whole, then the Association retains the right and responsibility to represent the issue at hand.

**3.6** Miscellaneous

**A.** All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personal file of any of the participants.

**B.** All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, his/heretofore referred to in this Article.

**C.** Copies of any written correspondence or documents of relevance to the processing of a grievance shall be given to the Association.

**D.** It is understood that staff members shall, during and notwithstanding the pending of any grievance, continue to function in their duties until such grievance or any effect thereof shall be fully determined.

3.7           A. The Board will provide the form for processing a grievance in a timely manner upon request. A form for processing the Grievance is attached as **Appendix "A"**.

          B. During the filing, pendency, and hearing of any grievance, employees and the D.T.E.A./C.A.R.E.s will not impede the operations of the district, its policies, programs, directives or personnel. Nor shall any of the above occur after the decision has been rendered.

          C. Parties in interest will cooperate in investigating and providing pertinent information concerning a grievance being processed.

          D. All meetings and hearings under this procedure shall not be conducted in public unless required by the Open Public Meetings Act of the State of New Jersey.

ARTICLE IV  
STAFF RIGHTS

**4.1** Pursuant to Chapter 123, Public Laws of 1974, the Board hereby agrees that every member of the bargaining unit shall have the right to freely organize, join and support the D.T.E.A./C.A.R.E.s and its affiliates for the purpose of engaging in collective bargaining negotiations.

**4.2** If an administrative determination has been made to file formal charges against a staff member on any matter, before the member appears before the Board or its agent, the staff member will be notified in writing of the charge and will be entitled to a representative of his/her choosing, provided that such representation proceeds under the auspices of the D.T.E.A. / C.A.R.E.s and by extension the N.J.E.A..

**4.3** Any question or criticism by a supervisor, administrator, or Board member of a staff member and their performance shall be made in confidence and not in the presence of students, parents, or other public gathering, unless public disclosure is required by law. Any DTEA/CAREs complaint shall first be presented to the Superintendent prior to presentation to the Board of Education.

**4.4** No agreement contained herein shall be construed to deny or restrict to any staff member or the Board of Education such rights as they may have under New Jersey School Laws or other applicable laws and regulations.

**4.5** No staff member shall be discharged or disciplined without cause. Any such action asserted by the Board or any agent or representative thereof shall be subject to the grievance procedure set forth herein.

**ARTICLE V**  
**D.T.E.A./C.A.R.E.s RIGHTS AND PRIVILEGES**

**5.1** The Board agrees to make available upon request by the Association all information regarding the school district that is required to be disclosed publicly other than confidential information not permitted to be disclosed by law, i.e., personnel or student records.

**5.2** Representatives of D.T.E.A./C.A.R.E.s shall be permitted to transact official Association business on school property at all reasonable times before or after school and during duty free lunch periods provided that this shall not interfere with or interrupt normal school operations as approved by the Superintendent.

**5.3** D.T.E.A./C.A.R.E.s or its representatives shall have the right to school facilities at all reasonable hours for official purposes, provided approval has been granted by the appropriate administrator. The Association shall present to the Superintendent, at the beginning of the school year, a tentative schedule of events of DTEA/CAREs.

**5.4** D.T.E.A./C.A.R.E.s shall have the right to use school facilities and equipment, including typewriters, classroom computers, other duplicating equipment, calculating machines, the inter school mail facilities and school mailboxes and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use, with the approval of the Superintendent of Schools. The Association agrees to compensate the Board in the amount of One-hundred fifty dollars (\$150.00) per year for the maintenance of equipment and to provide its own paper.

## ARTICLE VI

### MANAGEMENT RIGHTS CLAUSE

**6.1** The Board, on its behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the right:

- A.** To the executive management and administrative control of the school system and its properties and facilities and the activities of its employees;
- B.** To hire all employees and subject to the provision of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees;
- C.** To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students all as deemed necessary or advisable by the Board.

**6.2** The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the terms of the agreement and by the Constitution and laws of the State of New Jersey and the Constitution and laws of the United States.

**6.3** Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under the New Jersey General School Laws or any other national, state, county, district or local laws or regulations as they pertain to education.

ARTICLE VII  
WORK RULES

**7.1** All professional employees shall follow the guidelines regarding curriculum, grading, instruction, promotion of students, instructional techniques, instructional methodology, and all other rules, regulations, procedures and policies as promulgated by the Board of Education.

**7.2** All other staff members shall follow the guidelines regarding the performance of their duties as set forth in their job description.

ARTICLE VIII  
FULLY-BARGAINED CLAUSE

8.1 This agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of the Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this agreement.

## ARTICLE IX

### TEACHER & SUPPORT STAFF WORK YEAR

including all

CLERICAL AIDES, INSTRUCTIONAL AIDES, DRIVERS, KITCHEN  
STAFF, CUSTODIAL AND JANITORIAL WORKERS, SECRETARIES,

CLERKS, AND CLERK REGISTRARS

**9.1** The in-school work year for previously employed teachers employed on a ten (10) month basis shall not exceed one hundred and eighty-five (185) days. Teachers new to the district or returning after resignation shall work one hundred eighty-six (186) days. The work year for teachers shall consist of the following:

180 days for pupil instruction;  
1 day for opening activities  
1 day for closing activities  
remaining days for staff development workshops  
not to be held the Friday after Thanksgiving or  
December 24 - January 1.

**9.2** The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required by the Board and/or its designated representative.

**9.3** The in-school work year for ten month employees inclusive of clerical aides, instructional aides, drivers, and kitchen staff shall not exceed one hundred eighty-two days. The work year for these support staff members shall consist of the following:

180 days for pupil instruction  
1 day for opening activities  
1 day for closing activities

**9.4** The in-school work year shall include days when pupils are in attendance, and orientation days.

## **TWELVE MONTH SECRETARIES AND CUSTODIAL/JANITORIAL STAFF**

9.5 A. The work year for custodial/janitorial and twelve month secretarial members shall be twelve (12) months. Custodial/janitorial and twelve month secretarial staff shall be entitled to the following periods of vacation.<sup>1</sup>

1. More than one, up to two (2) years of service receive one week paid vacation.
2. Upon completion of two(2) years of service, the vacation entitlement shall be two (2) weeks of paid vacation.
3. Upon completion of four (4) or more years of service, the vacation entitlement shall be three (3) weeks of paid vacation.

B. Whenever a legal holiday falls during a scheduled vacation this shall not be considered as a vacation day and shall not be subtracted from the employee's vacation time.

C. Should an employee resign or be terminated, the employee shall receive his/her vacation pay entitlement proportionally according to the number of months worked in the contract year.

D. Nothing herein shall preclude vacation time from being used in the whole or in part during the school year. It is understood that the approval of the Superintendent of Schools subject to the operational needs of the district shall prevail.

<sup>1</sup> Policy 4252

- E. At the option of the employee, the employee may elect to take no vacation or a portion of their vacation. In such instances, the employee may work and receive his/her regular wages in addition to his/her vacation pay. Such scheduling shall be by administrative approval. Employees may bank up to six (6) working days for carryover into the next school fiscal year. No more than six (6) working days may be banked in this manner during any given fiscal year.
- F. All vacations shall be with regular pay. Employees shall be paid in advance for the vacation period, provided twenty (20) working days notice is given to the District Business Office.

**9.6** The work year for twelve (12) month employees covered in this article shall be defined as 240 days. Full-time employees will be those who work twenty (20) hours or more per week.

## ARTICLE X

### STAFF HOURS AND LOAD

**10.1** Except in cases of emergency, the teacher's total in-schools workday consists of seven hours and ten minutes (7 hours 10 minutes)

**10.2** Employees shall have a duty-free lunch period of thirty (30) minutes.

**10.3** Employees may leave the building during their duty free lunch period. They will inform the office that they are leaving.

**10.4** Teachers shall attend, without additional compensation, three (3) evening functions which shall be defined as Back-to-School Night, Graduation, and one (1) PTA meetings as assigned by the Administration. Attendance at Graduation shall not be mandatory for the teachers in grades Preschool through Third who shall attend an additional PTA meeting. There will be two (2) weeks notice given and no meetings shall be held on nights before a holiday or vacation. The Administration shall seek teacher input for one(1) of these assignments, two (2) for Preschool through Third grade.

**10.5** Teachers shall have 150 minutes per week (5 instructional days) designated as preparation time and scheduled by the administration.

**10.6** **A. Instructional Aides**

Except in cases of emergency and those in a dual position, an instructional aide's total in-school workday consists of six hours and forty-five minutes as scheduled by the Superintendent of Schools, which shall include a duty-free lunch period as guaranteed to members under 10.2 of this article. The workday for those members who work in the dual position of aide/van driver shall be extended the additional time of their van run.

**B. Custodial, Janitorial and Secretarial Staff**

Except in cases of emergency, a member's total in-school workday consists of eight hours

**C. Drivers & Kitchen Staff**

As contracted

**10.7** Instructional aides shall attend Back to School Night. There will be two (2) weeks notice given and Back to School Night shall not be held on nights before a school holiday or vacation.

**10.8** Custodial/janitorial and twelve month secretarial personnel shall be allowed one (1) day for attendance at the NJEA Convention with pay. An additional day without pay shall be granted at the employee's request.

## ARTICLE XI

### NON-TEACHING DUTIES

11.1 Teachers shall not be required to perform the following duties:

- a. Keep central registers
- b. Correct standardized tests used at the direction of the Board or Administration.

## ARTICLE XII

### MEMBER EMPLOYMENT

**12.1** Each member shall be placed on their proper step of the Salary Guide. In order to be given credit for one year of service toward the next increment on the Salary Guide for the following year, the employee must have worked more than one-half of the work year as defined in Article 9.1 (Teaching Staff) and Article 9.3 (Support Staff)

## ARTICLE XIII

### SALARIES

**13.1** The salary of each member covered by this agreement is set forth in the appropriate salary schedule which is attached hereto and made a part thereof.

**13.2** Each member employed on a ten (10) month basis shall be paid in twenty (20) equal semimonthly installments. Those members employed on a twelve (12) month basis shall be paid in twenty-four equal semimonthly installments. Payments shall be made on the 15th and 30th of each month (except as indicated in 13.4).

**13.3** D.T.E.A./C.A.R.E.s and the individual employee electing to make a deposit with the CUMCO agree that they will save the Board harmless from any and all liability, actions or suits arising out of the actions taken by the Board in reliance upon the individual employee's election to be included in the savings program. The Board shall have no liability and will be saved totally harmless once the Board of Education deposits twice a month the elected portion of the member's funds with the designated savings institution.

**13.4** In the case of ten month employees, when a pay day falls on or during a school holiday, vacation or weekend, members will receive their pay checks on the last previous working day. At the end of the school year, on what would be the last day of service, unit members shall receive the last pay check upon completion of their duties, within seven (7) working days from the conclusion of the work year as specified in Article 9.1 (Teaching Staff) Article 9.3 (Support Staff)

**13.5** The Board shall inform employees of contract and salary status for the following year no later than May 15th.

**13.6** In the event a Support Staff member is called upon to substitute in any other position, he/she, in no instance, shall suffer a diminution in pay.

## ARTICLE XIV

### MEMBER TRAVEL

**14.1** Members who may be required by the Board or its designated representative to use their own automobiles in the performance of their duties and members who are assigned to more than one school per day shall be reimbursed for all such travel done after arrival at the first location at the beginning of their workday. The reimbursement rate shall be as follows:

Twenty-eight cents	(\$.28) per mile for 1995-96
Twenty-nine cents	(\$.29) per mile for 1996-97
Twenty-nine cents	(\$.29) per mile for 1997-98

**14.2** Accumulation of mileage shall terminate at the end of the working day and shall not include mileage from school to the employee's house.\*

\* 14.2 as structured above is not intended to exclude entitlement that an employee might experience under the following circumstances:

Back to School Night	(Teachers & Support Staff)
Conferences	(Teachers only)
PTA Meetings	(Teachers only)
Graduation	(Teachers only)

## ARTICLE XV

### SUMMER SCHOOL, FEDERAL PROGRAMS

15.1 All openings for positions in the summer school, federal projects and other programs for which members may be qualified and eligible shall be publicized by the Superintendent of Schools and a copy mailed to the Association President at the time of posting. Summer school openings shall be posted in the daily bulletin and on the D.T.E.A./C.A.R.E.s bulletin board as they occur and the members shall be notified of the action taken as soon as possible through a summary of board action.

## ARTICLE XVI

### TEACHER EVALUATION

**16.1** Non-tenured teachers shall be observed by the Superintendent of Schools or his/her designee at least three (3) times each school year, tenured teachers shall be evaluated one (1) time each school year, to be followed in each instance by a written evaluation report and by a conference between the teacher and the evaluator for the purpose of identifying any deficiencies, extending assistance for their correction, and improving instruction.

**16.2** All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

**16.3** Teachers shall be evaluated only by persons certified by the New Jersey State Board of Examiners to supervise instruction.

**16.4** A teacher shall be given a copy of any class visit or evaluation report prepared by his/her evaluators on the day of the conference to discuss the evaluation report. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

**16.5** Evaluation reports shall be presented to each teacher by his/her immediate supervisor in accordance with the following procedures:

- (a) Such reports shall be issued in the name of the immediate superior based on a compilation of his/her reports and observations by any or all supervisory personnel who come into contact with the teacher in a supervisory capacity.
- (b) Such reports shall be addressed to the teacher.

- (c) Such reports shall be written in narrative form and shall include, when pertinent:
  - (1) Strengths of the teacher as evidenced during the period since the previous report
  - (2) Weaknesses of the teacher as evidenced during the period since the previous report
  - (3) Specific suggestions as to measures which the teacher might take to improve his/her performance in each of the areas wherein weaknesses have been indicated.
  - (4) Any other recommendations deemed appropriate by the administration
- (d) Each of the three (3) evaluations required by law shall be followed within a reasonable period of time, but in no instance more than fifteen (15) working days, by a conference between the administrative staff member who has made the observation and written evaluation and the non-tenured teaching staff member.

## 16.6

- A. A member shall have the right, upon reasonable request, to review three (3) times each year, with the appropriate administrator at mutually agreeable times, the contents of his/her personnel file.
- B. No material derogatory to a teacher's conduct, service, character, or personality shall be placed in his/her personnel file unless the member has had the opportunity to review the material. The teacher shall acknowledge that she has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents hereof. The teacher shall also have the right to submit a written rebuttal to such material and his/her rebuttal shall be reviewed by the Board or its designee and attached to the file copy.

C. Although the Board agrees to protect the confidentiality of personnel references, academic credentials and other similar documents, it shall not establish separate personnel files which are not available for the member's inspection.

16.7 No documents and/or other material shall be placed in the personnel file of such teacher after termination or otherwise than in accordance with the procedure set forth in this article.

## **ARTICLE XVII**

### **SUPPORT STAFF EVALUATION**

**17.1** Support staff members shall be evaluated a maximum of two (2) times a year by school administration. A written evaluation report will be presented to the member at a conference between the support staff member and the evaluator for the purpose of identifying any deficiencies, extending assistance for their correction, and improving performance.

**17.2** All monitoring or observation of the work performance of a member shall be conducted openly and with full knowledge of the member.

Formal evaluation shall be completed by the Administration.

**17.3** A member shall be given a copy of any observation or evaluation prepared by his/her evaluator on the day of the conference to discuss the evaluation. No such evaluation shall be submitted to the central office, placed in the member's file or otherwise acted upon without prior conference with the member. No member shall be required to sign a blank or incomplete evaluation form.

**17.4** An evaluation shall be presented to each member by the administration in accordance with the following procedures:

- A.** Such evaluation shall be issued in the name of the administrator based on a compilation of his/her observations.
- B.** Such evaluation shall be addressed to the member.

- C. Such evaluation shall be written in narrative form and shall include, when pertinent:
  - 1) Strengths of the member as evidenced during the period since the previous evaluation.
  - 2) Weaknesses of the member as evidenced during the period since the previous evaluation.
  - 3) Specific suggestions as to measures which the member might take to improve performance in each of the areas wherein weaknesses have been indicated.
  - 4) Any other recommendations deemed appropriate by the administrator.
- D. The evaluation shall be followed within a reasonable period of time, but in no instance more than fifteen (15) working days by a conference between the administrative staff member who has made the observation and written evaluation and the support staff member.

#### **17.5 Personnel Files**

- A. A member shall have the right, upon reasonable request, to review two (2) times each year, with the appropriate administrator at mutually agreeable times, the contents of his/her personnel file. Exception: members whose performance has been identified as less than satisfactory have the right to review their file more than two (2) times a year.
- B. No material derogatory to a member's conduct, service, character, or personality shall be placed in his/her personnel file unless the member has had the opportunity to review the material. The member shall acknowledge that she has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents hereof. The member shall also have the right to submit a written rebuttal to such material and his/her rebuttal shall be reviewed by the Board or its designee and attached to the file copy.

C. Although the Board agrees to protect the confidentiality of personnel references, academic credentials and other similar documents, it shall not establish separate personnel files which are not available for the member's inspection.

**17.6** No documents and/or other material shall be placed in the personnel file of such employee after termination or otherwise than in accordance with the procedure set for in this Article.

## ARTICLE XVIII

### STAFF FACILITIES

18.1 Each school shall have the following facilities:

- A. Well lighted and clean staff rest rooms, separate for each sex and separate from the student's rest rooms, in buildings where this presently exists.
- B. A separate private dining area for the exclusive use of members.
- C. A staff lounge shall be provided as presently exists at the Elementary School and the Primary School

ARTICLE XIX  
SICK LEAVE

**19.1** All members employed shall be entitled to ten (10) sick leave days, or twelve (12) sick leave days in the case of twelve month employees, each school year as of the first official day of said school year whether or not they report for duty that day. Unused sick leave days shall be accumulated from year-to-year with no maximum limit.

**19.2** Members shall be given a written accounting of accumulated sick leave days no later than September 30th of each school year.

**19.3** Upon retirement from the district, a member shall receive compensation for all unused sick days at a rate of 50% of the prorated daily salary of the year in which the member retires up to a maximum of \$3000.00 for Certificated Staff and \$2000.00 for Associate (Support Staff). In order to be eligible for said compensation, the member must be employed in the Downe Township Public Schools for a minimum of fifteen (15) years.

**19.4** Payment for accumulated sick days shall be made three (3) months after retirement. In the event of death of employee, prior to payment, payment will be made to the deceased's estate within three (3) months. Notice of intent to retire shall be submitted by the member to the Board Secretary no later than November 30 of the school year in which the employee intends to retire.

Should the employee so elect, payment for accumulated sick days may be made on a date or dates more than three (3) months after retirement.

ARTICLE XX  
TEMPORARY LEAVES OF ABSENCE

**20.1** All members may be entitled to the following temporary, non-accumulative leaves of absence with full pay each school year:

- A. Three (3) professional days leave of absence upon verification of same may be granted by the Superintendent to Certificated personnel. Prior approval from the Superintendent of Schools must be given before this leave can be taken. A written report of the professional activity undertaken on the day of the professional leave must be submitted to the appropriate administrator within five (5) working days after the professional day is taken.
- B. Up to three (3) days shall be granted in event of death of any member of the immediate household which shall be defined as spouse, mother, father, sister, brother, mother-in-law, father-in-law, or children. On request, additional unpaid days may be granted by the Superintendent of Schools. Prior notification must be received by the appropriate administrator before this leave commences.
- C. Up to three (3) days per school year shall be granted in event of serious illness of any member of the immediate household which shall be defined as spouse, mother, father, sister, brother, mother-in-law, father-in-law, or children. On request, additional unpaid days may be granted by the Superintendent of Schools.

Serious illness is defined as illness requiring hospital or health care facility confinement or illness which requires the presence of the employee in the home as verified by written notice from the attending physician. Prior notification must be received by the appropriate administrator before this leave commences.

- D. One (1) day leave of absence for the death of other relatives not listed in 20.1 A. and additional unpaid days may be granted with the approval of the Superintendent of Schools in extenuating circumstances.

E. Up to three (3) personal days shall be granted for leaves which require absence during school hours. Applicants will indicate on the personal day application that the leave is being taken for either legal business or family matters that cannot be scheduled for any time other than during school hours. Applications to the Superintendent of Schools shall be made at least three (3) days before taking such leave except in the case of an emergency. No more than ten percent (10%) of the Certificated staff or ten percent (10%) of the Support Staff shall utilize this leave on any one day. Personal days shall not be granted on staff development days on consecutive work days as defined in Article IX of this agreement. No personal days shall be taken prior to or after a school holiday except upon request to and approval of the Superintendent of Schools. The sole exception shall be for religious observance.

F. Unused personal days shall accumulate as sick days for succeeding years in the following manner:

1995-96 One (1) day may be converted and accumulate  
1996-97 Two (2) days may be converted and accumulate  
1997-98 Two (2) days may be converted and accumulate

## ARTICLE XXI

### EXTENDED LEAVES OF ABSENCE

#### **21.1 Disability Leaves :**

A member who anticipates a disability shall notify the Superintendent in writing of the anticipated commencement of the disability as soon as the employee knows of it.

- A. In the case of pregnancy, the member shall inform the Superintendent of the anticipated delivery date.
- B. No later than 90 days prior to the commencement of any anticipated leave, the member shall inform the Superintendent as to whether she will seek an unpaid leave of absence for child care as provided herein and/or under the Federal & State Family Leave Act.
- C. A member who is on disability leave shall be entitled to all sick leave and insurance benefits during the period of actual disability, according to the negotiated agreement and the rules of the insurance carrier. However, time spent on unpaid disability leave shall not be counted for accrual of any benefits.
- D. The Board shall not remove any member from his/her duties by reason of disability without a written medical opinion of the Board's physician certifying that the member cannot perform his/her duties.
- E. The Board may require a member returning from a disability leave to provide a written statement of fitness from the employee's physician or from the Board's physician.
- F. The Board need not grant or extend a leave of absence for reasons of disability to any member beyond the end of the contract school year in which the leave is obtained; however, the Board shall not discriminate on the basis of the underlying reason for the disability in making any such determination.

**G.** Disability leaves shall not exceed one year. However, the Board, after consideration of circumstances in an individual case may grant permission to extend the leave. The Board shall not discriminate on the basis of the underlying reason for the disability in making any such determination.

**21.2** In addition to periods of leaves of absence as required by the Federal & New Jersey State Family Leave Act, NJSA 34:11 B-1 et seq., additional leaves of absence without pay may be granted for the purpose of caring for a sick member of the member's immediate family. However, in no event will the aggregate total of any one period of leave, including leave time mandated by the Family Leave Act and additional leave time granted in the Board's discretion, be in excess of one year unless the Board decides in its sole discretion, that special circumstances dictate such extended leave.

**21.3** Members with two years employment may be granted a voluntary leave of absence of one year without pay for professional enhancement. The purpose of such a voluntary leave of absence shall include, but not be limited to, study, travel, or other reasons of value to the school district. A request for such professional enhancement leaves of absence must be received by the Superintendent in writing by March 1 of the school year preceding the school year in which the leave of absence is to occur. Upon return from such a leave of absence granted under this section, a member shall remain on the salary schedule at the level the member was on at the time the leave was granted plus any salary raise for the year in which the member returned.

**21.4** All benefits to which a member was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, shall be restored to his/her upon his/her return, and shall be assigned to the same position which was held at the time said leave commenced, if available, or, if not, to a substantially equivalent position. In the case of leave mandated under the Federal & State Family Leave Act, this section shall apply equally to those health benefits which are required to be continued under that Act without interruption during the time of such leave as well as any other benefits.

**21.5 Family Leave:**

- A. The Board shall grant voluntary unpaid leaves of absence in accordance with the Federal & State Family Leave Act and may, in its discretion, extend additional periods of leave.
- B. Except in cases where leave is taken pursuant to the Federal & State Family Leave Act, to be eligible for a salary increment and to accrue benefits, a member must work at least 90 days in the school year in which the leave commences or terminates. A member on a voluntary unpaid leave of absence shall not be eligible to either receive or accrue benefits except as statutorily required, for example under the Federal & State Family Leave Act, or as specified in this article.

ARTICLE XXII  
CERTIFIED STAFF  
PROFESSIONAL DEVELOPMENT AND EDUCATIONAL  
IMPROVEMENT

**22.1** The Board agrees to:

A. Pay the full cost of registration and other actual expenses incurred and authorized by the Board in connection with any workshops, seminars, conferences, in-service training sessions, or other such sessions which a member is required by the administration or the Board to take. Said teachers shall also be compensated for all time spent in actual attendance of said session beyond his/her regular work week at the rate of:

Fourteen dollars	(\$14) per hour for 95-96 school year
Fourteen dollars	(\$14) per hour for 96-97
Fifteen dollars	(\$15) per hour for 97-98

B. One thousand (\$1000.00) shall be paid for any graduate courses taken by a teacher during the 1995 - 96 year provided that courses taken by the teacher are in the education field or related to his/her work assignments except in the area of Administration. In order to be eligible for reimbursement prior approval of the course by the Superintendent of Schools is necessary. If prior approval is not granted, payment will not be given.

One thousand	(\$1000.00) during the 1996 - 97 school year
One thousand one hundred	(\$1100.00) during the 1997 - 98 school year

Thirty percent (30%) of said funds shall be available during each fiscal year for workshops, seminars, conferences and training sessions that are approved by the Superintendent.

C. Any member who applies for the above enumerated benefit must be an employee of the Board at the time the course is taken and also at the time the payment is requested. Failure to be an employee of the Board on any of these occasions will eliminate responsibility on the part of the Board of Education for any payment under this article of the agreement. Payment must be requested prior to June 30.

**22.2** The Board may provide in-service programs. These programs shall be conducted during the in-service teacher work day if teacher attendance is required. All programs conducted during the summer will be on a voluntary basis.

**22.3** Each staff member who presents an in-service workshop will receive fifty dollars (\$50.00) reimbursement for the time spent in preparation for the school year 1995 - 96. The rate of reimbursement shall be fifty dollars (\$50.00) for 1996 - 97 and sixty dollars (\$60.00) for 1997 - 98.

## ARTICLE XXIII

### NON-CERTIFICATED STAFF

### PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

**23.1** The Board agrees to:

**(A)** Pay the full cost of registration and other actual expenses incurred and authorized by the Board in connection with any workshops, seminars, conferences, in-service training sessions, or other such sessions which a member is required by the administration or the Board to take. Said employees shall be compensated for all time spent in actual attendance of said session beyond his/her regular work week at their regular hourly rate.

**(B)** **Four hundred fifty dollars (\$450.00)** shall be paid for any courses taken by Support Staff members during the 1995-96 year provided that courses taken by the member are in the education field or related to his/her work assignment up to an Associate degree. Those on staff prior to July 1, 1995 to be Grandfathered. In order to be eligible for reimbursement prior approval of the course by the Superintendent of Schools is necessary. If prior approval is not granted, payment will not be given.

**Four hundred fifty dollars (\$450.00) for 1996 - 97 school year**

**Five hundred dollars (\$500.00) for 1997 - 98 school year**

**(C)** Any member who applies for the above enumerated benefit must be an employee of the Board at the time the course is taken and also at the time the payment is requested. Failure to be an employee of the Board on any of these occasions will eliminate responsibility on the part of the Board of Education for any payment under this article of the agreement. Payment must be requested prior to June 30.

## ARTICLE XXIV

### PROTECTION OF MEMBERS

**24.1** Members shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well being.

**24.2** Members shall immediately report cases of assault suffered by them in connection with their employment to the Principal. Subsequently, a written report will be filed.

ARTICLE XXV  
INSURANCE PROTECTION

**25.1** The Board shall provide 100% full family health care insurance protection for eligible employees hired prior to July 1, 1995. For employees hired after July 1, 1995, the Board shall provide single coverage for a period of eighteen (18) months after which time the employee shall become eligible for full family health care insurance protection. Employees hired after July 1, 1995 shall be eligible to purchase additional family or dependent coverage at the group rate during the 18 month new employee period.

**25.2** For each member who remains in the employ of the Board for the full school year, the Board shall make payment of the insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1st and ending August 31st.

**25.3** The board shall provide to each member a description of the health care insurance coverage provided under this article.

**25.4** Health insurance coverage shall not be diminished during the term of this agreement. See letter of 4/26/95 and US Healthcare contract (attached as Appendix "B") and shall be at least equal to the New Jersey State Health Benefits Program which was in effect for contract year 1994-95.

**25.5** The Board shall provide a prescription-drug insurance program, either single, husband/wife, parent/child(children), or family coverage, to all eligible and desirous members. The prescription drug insurance co-pay shall be as follows for the three years of this contract:

**\$5.00 Brand name \$0.00 Generic \$0.00 Mail-in**  
*(all plans shall be exclusive of contraceptives)*

**25.6 (A)** Effective July 1, 1995 and for the term of this contract, the Board of Education shall allocate an amount not to exceed **Two hundred dollars (\$200.00) annually** per employee for reimbursement of actual dental/optical expenses incurred by the employee and his/her eligible dependents. "Eligible dependents" to mean those so defined in the health insurance benefits. This amount shall be noncumulative, and shall be for expenses not covered by other insurance.

(B) Actual received bills showing the name of the patient are to be submitted by the employee once, at the end of the year between July 1 and July 15, for payment by August 31. Only bills for services rendered for the 12 month period beginning July 1 and ending June 30 will be paid for any one year.

**25.7 DUAL INSURANCE OPTION.**

The parties recognize that certain employees have dual health care insurance coverage through spouses who have health insurance coverage. During the annual open enrollment period, those employees wishing to decline health insurance coverage, to include the prescription plan provided by this agreement, may so notify the Board of Education, which will in turn notify the health insurance provider for the Board. Those employees declining health insurance coverage shall be paid a sum equal to fifty percent (50%) of the actual cost to the Board for the type coverage provided to that employee, i.e., family plan, husband/wife, etc. Said payment shall be made in two (2) installments, one on January 1, and the second on July 1. An employee's election to decline health care insurance as per this paragraph shall not affect the employee's right to receive payment from the Board pursuant to this agreement's "Blue Bank" provision. (See Article 25.6)

For life changing circumstances, i.e., death of a spouse, or divorce, or loss of employment by a spouse, an employee shall be permitted to re-enroll without penalty as per US Healthcare contract. Those employees so re-enrolling shall have immediate coverage. If applicable, employees may utilize the provisions of COBRA to provide continuous coverage.

Employees electing to exercise the dual coverage option shall notify the Board during the annual open enrollment period.

The parties recognize that the Board's health insurance provider, as per its contract with the Board, may mandate a minimum level of participation of the Board's employees. Notwithstanding any of the provisions of this paragraph, any mandated minimum level of participation shall not be violated, nor shall any of the terms nor conditions of the Board's contract with the health care provider be violated.

In the event that a sufficient number of employees elect the dual health care option such that the Board meets its minimum mandatory participation level, the Board shall then establish a waiting list to be prioritized based upon the date that the employee requested the dual health care option.

## ARTICLE XXVI

### SENIORITY AND JOB SECURITY

**26.1** School district seniority is defined as service by support staff in the school district from date of hire to the present, in the collective bargaining unit covered by this agreement.

**26.2** Any reduction of positions shall be accomplished only in the following manner: Support staff affected by such a reduction shall have seniority rights over the most junior support staff member within his/her current category of employment (as listed in the salary schedule) and those support staff members thus affected shall retain the same rights in replacing the most junior support staff members in their respective categories before reverting to the next lower category to exercise seniority rights, but in no case shall the affected support member's reduction be any more than one (1) salary step at a time as established on the salary guide.

**26.3** In the event that a vacancy occurs, a laid-off support staff member shall be entitled to recall thereto in the order of her job category seniority.

**26.4** Notice of recall to work shall be addressed to the support staff member's last address appearing on the records of the school district, by certified mail, return receipt requested. Within 60 days from receipt of such notice of recall, the support staff member shall notify the Board of Education, in writing, whether or not he/she desires to return to the work involved in the recall. If he/she fails to reply or if he/she indicates that he/she does not desire to return to such work, he/she shall forfeit all of his/her seniority and all rights to recall.

**26.5** Seniority shall not be accumulated during the period of lay-off. Upon recall the support staff member shall have his/her accumulated seniority restored to the date of lay-off.

**26.6** All notices for examinations for job opportunities within the negotiating unit shall be posted in all work locations on the bulletin board when possible thirty (30) days before closing date for applications. A copy of each such notice shall be sent to the Association.

**26.7** A support employee shall lose all accumulated school district seniority only if he/she resigns or is discharged for cause\*, irrespective of whether he/she is subsequently rehired by the school district. This article shall not apply to an employee who changes job classification.

**26.8** In the event a proposed RIF impacts on two or more individuals who have the same seniority profile, and performance is not an issue, the seniority shall be resolved in the following manner:

- A. A lottery shall be held in the presence of the Superintendent of Schools, the Association President, and the affected members.
- B. The names of the individuals will be written on separate pieces of paper.
- C. These pieces of paper shall be folded, placed in any suitable container, and jumbled thoroughly.
- D. The Superintendent will draw one name and by mutual agreement that will be the person terminated by the RIF

Nothing herein shall preclude one of the lottery candidates from volunteering to be the person riffed.

\* If the Board is not sustained in its position after an employee has perused all levels of the grievance procedure or sought entitlement under Chap. 269, then the provision of 26.7 shall apply

## ARTICLE XXVII

### WORK CONTINUITY

**27.1** During the period of time of this agreement, D.T.E.A./C.A.R.E.s and its members and members of the bargaining unit represented by D.T.E.A./C.A.R.E.s shall not have the right to engage in any slowdown, work stoppage, or strike action.

## ARTICLE XXVIII

### REPRESENTATION FEE

#### **28.1      Purpose of Fee**

If an employee does not become a member of the Association during any membership year (i.e. from September 1 to the following August 31) which is covered in whole or in part by this agreement, said employee will be required to pay a representation fee to the Association for the membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

#### **28.2      Amount of Fee/Notification**

Prior to the beginning of each membership year the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non members will be determined by the Association in accordance with the law.

#### **28.3      Deduction and Transmission of Fee**

##### **A. Notification**

On or about the 15th of September of each year, the Board will submit to the Association a list of all employees in the bargaining unit. By October 15 of each year the Association shall notify the Board as to the names of those employees who are required to pay the representative fee.

##### **B. Payroll Deduction Schedule**

The Board will deduct from salaries of the employee referred to in Section "A" the full amount of the yearly representation fee in equal installments beginning with the first paycheck in February ( retroactive to the beginning of the school year).

### C. Termination of Employment

If an employee who is required to pay a representation fee terminated his/her employment with the Board before the association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

### D. Mechanics

Except as otherwise provided in this Article, the mechanics for the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the transmission of regular membership dues to the Association.

### E. Changes

The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

### F. New Employees

On or about the last day of each month beginning with the month this agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in the bargaining unit during the proceeding thirty (30) day period. The list will include names, social security numbers\*, job titles, dates of employment and places of assignment for all such employees. The Board will also notify the Association of any change in the status of an employee regarding transfer, leave of absence, return from leave, retirement, resignation, separation from employment, or death.

\* The Association agrees to maintain confidentiality of these social security numbers. These numbers shall be used only to maintain membership rolls within local and parent organizations.

## 28.4

## Indemnification and Save Harmless Provision

### A. Liability

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that:

1. the Board gives the Association timely notice in writing of any claim demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and
2. if the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.

### B. Exception

It is expressly understood that Paragraph "A" above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's improper execution\* of the obligations imposed upon it by this Article.

\* The correct amount of money must be transmitted at the proper time. Current practice reflects transmission of funds once a month within 5 working days of the 30th. This application would necessitate the same requirement as mentioned above.

## ARTICLE XXIX

**29.1** In the event that subcontracting results in fewer positions, the Board shall provide the following considerations for those individuals not hired or offered employment by the sub-contractor:

- A. Continuation of medical coverage for 30 days
- B. Continuation of prescription plan for 30 days.
- C. Favorable reference in writing, on Board stationary, stating that the employee's performance was satisfactory and the reason for termination was strictly economical and not performance related.

ARTICLE XXX  
MISCELLANEOUS PROVISIONS

**30.1** This agreement constitutes a bilateral agreement of the term of said agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

**30.2** If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

**30.3** For contractual work performed during the normal school day as and during the normal school year the Board will pay all bargaining unit members in accordance with the provisions of this agreement. For non-bargaining unit work, the Board will determine such matters at its own discretion.

**30.4** All employees, if required to perform Jury duty during their work day or work year shall suffer no loss of pay, benefits, or seniority. All employees if called for Jury duty during their work year shall seek an exemption or deferment and provide to the employer verification of their attempt to obtain this waiver in order to receive remuneration. A deferment for 10-month employees shall refer to that time during the summer when school is not in session.

## ARTICLE XXXI

### DURATION OF AGREEMENT

**31.1** This agreement shall be effective as of July 1, 1995 until June 30, 1998.

**31.2 IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be signed by their respective Presidents and attested by their respective Secretaries.

#### **FOR THE DOWNE TOWNSHIP BOARD OF EDUCATION:**

Audrey Reynolds  
President, Audrey Reynolds

9/13/95  
Date

Theresa J. Kelly  
Board Secretary

9/13/95  
Date

#### **FOR THE D.T.E.A./C.A.R.E.s:**

Willie Thompson  
President

9/13/95  
Date

Nadine Culver  
Secretary

9/13/95  
Date

APPENDIX "A"

Level Two (Superintendent of Schools) \_\_\_\_\_  
Level Three (Board of Education) \_\_\_\_\_

File No. \_\_\_\_\_

Grievance Form

Employee's Name: \_\_\_\_\_ Position: \_\_\_\_\_

School: \_\_\_\_\_ Date of Grievance Initiation: \_\_\_\_\_

Distribution

2 Originals (Superintendent of Schools/Grievance File & DTEA/CAREs/Grievance Committee)  
2 Copies (Employee & NJEA UniServ Office)

Instructions: Complete 2 originals and 2 copies of this form and send to the appropriate person or group

1. \_\_\_\_\_ My immediate supervisor and I have informally discussed the grievance at Level I and have come to the following solution:  
(Nature of grievance...state section of contract if applicable, and solution)

2. \_\_\_\_\_ I wish to proceed to Level 2 (3) in reference to the grievance which was informally discussed (grieved) at Level 1 (2).  
(Nature of grievance...state section of contract if applicable, and solution desired)

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Appendix "B"

**D.T.E.A./C.A.R.E.s EDUCATION ASSOCIATION**

Downe Township Schools  
Route 553  
Newport, New Jersey 08345

April 6, 1995

Mr. Frank DiDomenico  
727 Landis Avenue  
Vineland, NJ 08360

Dear Mr. DiDomenico:

Since the Downe Township Board of Education has chosen to change their health care carrier unilaterally to US Healthcare effective 7/1/95, the Association insists that the actual contract with US Healthcare be made part of any finalized collective bargaining agreement.

By doing this, if there should be a question of level of benefits, the US Healthcare contract listing the level of benefits attached to the agreement will assist any arbitrator who may have to decide a question on comparison.

Thank you.

Respectfully,

*Nadine Culver*

Nadine Culver, Negotiation Chairperson

cc: Frank Morrissey  
Willia Thompson, President DTEA/CAREs

*P*ROPOSAL TO

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**DOWNE TOWNSHIP  
BOARD OF EDUCATION**

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Prepared by:  
Allen Associates

March 10, 1995

## U.S. HEALTHCARE: THE MANAGED CARE LEADER

With more than 20 years of experience, U.S. Healthcare carries the distinction of being a national leader in managed care. In fact, our HMOs form the largest private practice physician program on the East Coast.

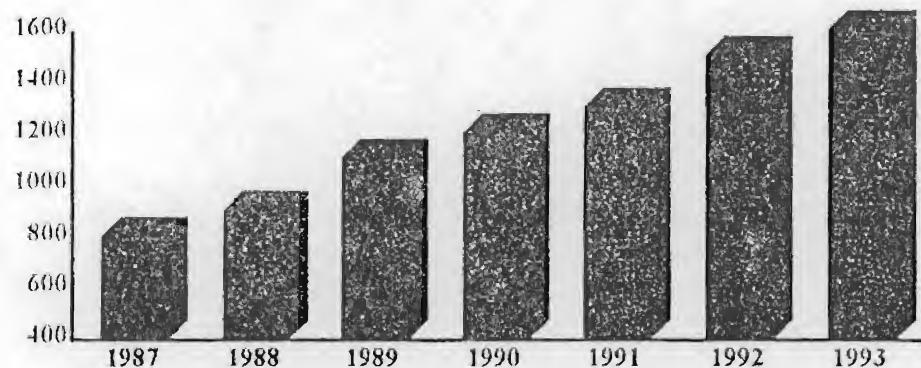
With a range of managed care products to meet even the most diversified needs, we can design a benefits package flexible enough to meet employee demands, while still producing measurable cost savings. Regardless of geographic location or plan design, U.S. Healthcare has the total solution for your health care needs.

- Recognized by *Fortune Magazine* as the "Most Admired" health care company in the country\*
- Serves more than 1,900,000 members
- Offered to more than 18,000 employer groups
- Provides a full array of managed care services
- Access to a network of more than 40,000 participating physicians, hospitals and other providers
- Produced the first quality report card based on HEDIS 2.0 standards
- Fully accredited by National Committee for Quality Assurance in major markets

U.S. Healthcare's balance sheet shows that our techniques work. We are one of the nation's strongest managed care systems, with no long-term debt. For each of the last five years, revenue growth has been in excess of a quarter of a billion dollars. And enrollment has grown by at least 100,000 members a year for the last ten years. At the forefront of managed care, U.S. Healthcare continues to set industry standards.

### U.S. HEALTHCARE HMO MEMBERSHIP

Thousands



\*February 7, 1994

## QUALITY-BASED MANAGED CARE

Quality is the single most important element in any successful managed care system -- from the participating physicians to the facilities where care is provided. U.S. Healthcare's goal is to continually improve the care delivered to our members.

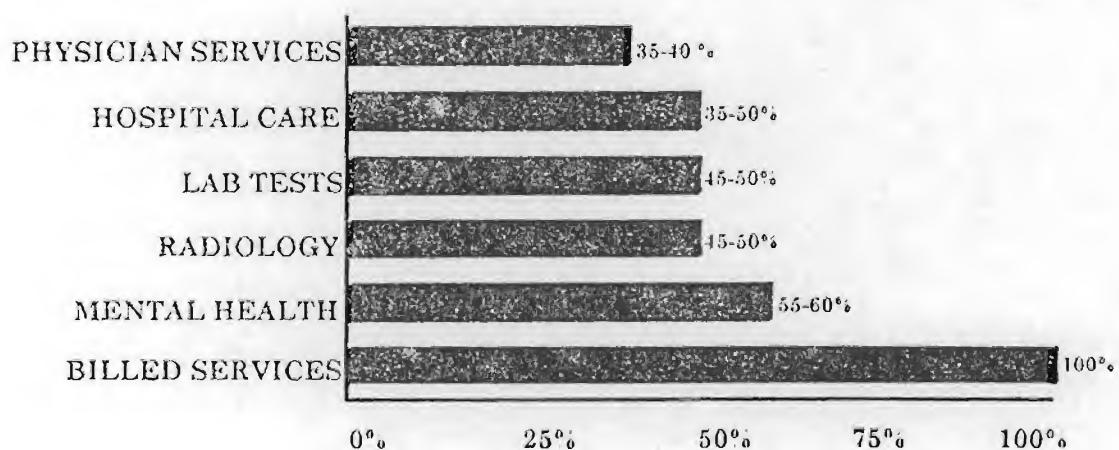
### THE QUALITY COST CONNECTION

As U.S. Healthcare has discovered in more than 20 years of medical management, the correlation between medical quality and cost-effectiveness is a positive one, provided medical management techniques are applied.

- Holding providers accountable for medical outcomes
- Rejecting providers who do not meet quality criteria
- Coordinating care in the most appropriate setting
- Promoting programs to prevent illness
- Detecting and treating illness as early as possible

U.S. Healthcare's innovative provider payment methodologies are another important way in which quality is promoted. Performance-based contracts encourage providers to improve their quality rating and thus increase their compensation. The bottom line: U.S. Healthcare saves tens of millions of dollars each year in medical expenses without sacrificing quality.

### WHAT U.S. HEALTHCARE SAVES VS. BILLED CHARGES



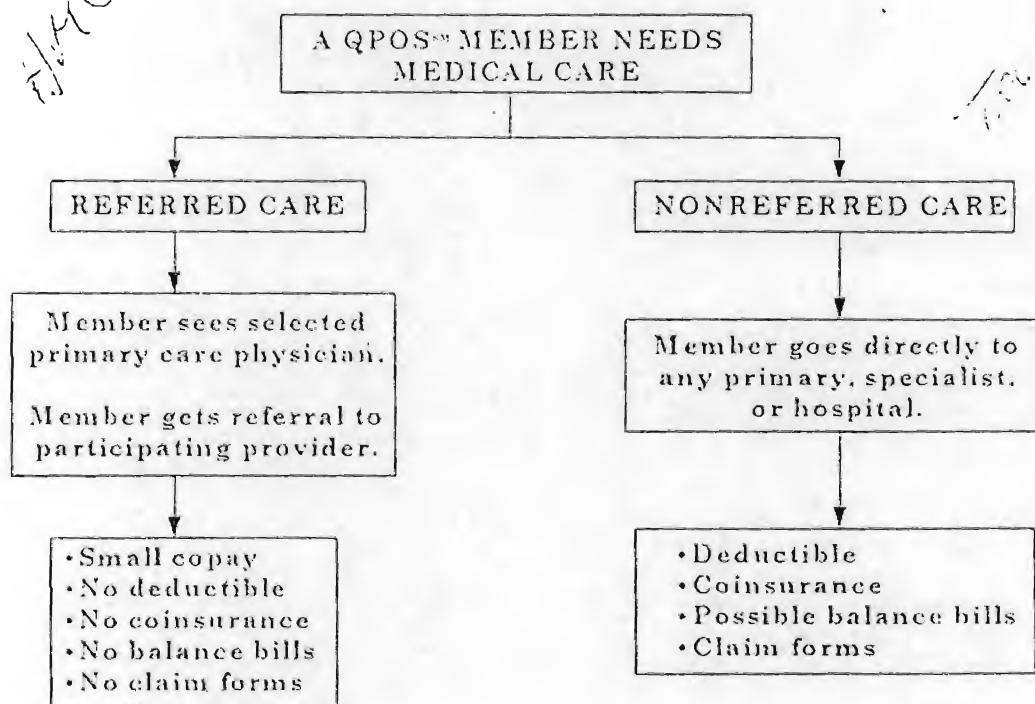
## U.S. HEALTHCARE QUALITY POINT-OF-SERVICE PROGRAM

U.S. Healthcare's Quality Point-of-Service Program offers all the benefits of our quality HMO, backed by 20 years of experience in managed care, as well as the freedom to select any provider or hospital without a referral.

Quality Point-of-Service members select a participating primary care physician to coordinate their care through the extensive U.S. Healthcare network of providers. Members can also go directly to any primary, specialist, or hospital without a referral, covered with appropriate deductibles and coinsurance.\*

Members can receive the maximum benefits for covered care from thousands of quality participating providers with the added comfort of knowing they can select any provider when they choose - it's their decision.

### HOW QPOS™ WORKS





**PROPOSED PLAN TO REPLACE THE TRADITIONAL OPTION**  
**NEW JERSEY SCHOOL DISTRICT**  
**U.S. HEALTHCARE QUALITY POINT OF SERVICE PROGRAM™**

	<b>NJ PATRIOT X IN-NETWORK</b>	<b>NJ LIBERTY A OUT-OF-NETWORK</b>
<b>PRIMARY CARE PHYSICIAN VISITS</b>		
Office Hours	\$10 copay	80% after deductible
After Hours/Home Visits	\$15 copay	80% after deductible
<b>SPECIALTY CARE</b>		
Office Visits	\$15 copay	80% after deductible
Diagnostic Outpatient Testing	\$15 copay	No coinsurance/deductible
Outpatient Therapy	\$15 copay	No coinsurance/deductible
<b>OUTPATIENT SURGERY</b>	No copay	No coinsurance/deductible
<b>HOSPITALIZATION</b>	No copay	No coinsurance/deductible
Room & Board (Semi-Private)		
Surgery & Anesthesia		
Medical & Surgical Specialist Care		
Diagnostic Testing		
<b>SKILLED NURSING FACILITY</b>	No copay	No coinsurance/deductible
<b>EMERGENCY ROOM</b>	\$35 copay	\$35 copay
<b>HOME CARE</b>	No copay	No deductible/coinsurance, 60 visits
<b>MATERNITY</b>		
First OB Visit	\$15 copay	80% after deductible
Hospital	No copay	No deductible/coinsurance
<b>MENTAL HEALTH</b>		
Inpatient	No copay, 35 days	No copay, 21 days
Outpatient	\$25 copay/20 visits	80% after deductible
<b>SUBSTANCE ABUSE</b>		
Detoxification	No copay	No copay, 7 days (drug only)*
Inpatient Rehabilitation	No copay, 30 days	No copay, 30 days (drug only)*
Outpatient Rehabilitation	\$15 copay/60 visits	80% after deductible, 30 visits (drug only)*
<b>PREVENTIVE CARE</b>		
Routine Physical	\$10 copay	Subject to \$150 preventive care allowance
Routine Eye Exam	\$15 copay	Not covered
Annual GYN Exam	\$15 copay	Subject to \$150 preventive care allowance
Immunizations	\$10 copay	No deductible/coinsurance
Mammography	\$15 copay	No deductible/coinsurance
<b>CHIROPRACTIC CARE</b>	\$15 copay/20 visits	80% after deductible
<b>FINANCIAL</b>		
Deductible: Single/Family	N/A	\$100/\$200
Coinurance	N/A	80/20
Coinurance Limit: Single/Family	N/A	\$400/\$1,200
Lifetime Maximum Benefit	N/A	\$1,000,000



Quality Point of Service Program Proposal for  
Downe Township Board of Education

Effective Date: 3rd Quarter, 1995

Patriot X / Liberty A  
Riders: \$70 Vision

Single	\$186.80
Parent and Child(ren)	\$272.00
Couple	\$406.60
Family	\$475.20

Service Areas: NNJ, SNJ, Phil

*Benefits Included*

Referred Care

See attached benefit descriptions

Non-Referred Care

See attached benefit descriptions

*Quote Conditions*

THESE RATES ARE APPLICABLE ONLY TO EMPLOYEES WITHIN  
CURRENT U.S. HEALTHCARE SERVICE AREAS

Assumed Dependent Eligibility	Dependent children to the end of the year in which he/she turns 23 or full-time students to the end of the year in which he/she turns 23.
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These quoted monthly rates are for a 12-month period from the effective date of coverage and are valid only for the benefit level and conditions stated above and such other terms and conditions as are set forth in the USHC and CHI Group Master Contracts or official renewal letters. Any changes in benefit level, conditions stated above, or other terms of the Group Master Contracts may require a change in rates. These rates are applicable only to residents of the United States of America. These rates are subject to final underwriting and corporate office approval. These rates may require further group-specific special rating. Rates may be adjusted to comply with State Insurance Department regulations.

Employer Authorization \_\_\_\_\_

Date \_\_\_\_\_

PROPOSED PLAN TO REPLACE THE TRADITIONAL OPTION  
STATE HEALTH BENEFITS/U.S. HEALTHCARE BENEFIT COMPARISON

<u>BENEFITS</u>	<u>STATE HEALTH BENEFITS</u>	<u>LIBERTY A OUT-OF-NETWORK (NON-REFERRED)</u>	<u>PATRIOT X IN-NETWORK (REFERRED)</u>
*Room & Board Hospital	Semi-private up to 365 days per calendar year, with \$5 copay from 12/1st	Covered up to 365 days per calendar year	No copay
*Mental & Nervous	20 days per contract year	21 days per calendar per year	No copay up to 35 days per contract year
*Alcoholism	365 days per contract year	365 days per contract year	In-patient covered in full/30 days Out-patient \$15 copay/60 visits
*Tuberculosis	365 days per contract year	365 days per contract year	No copay
*Polio	365 days per contract year	365 days per contract year	No copay
*Contagious diseases & after effects	365 days per contract year	365 days per contract year	No copay
*Pre-admission testing	100% of hospital charges involved with testing within 7 days of admission to same hospital	No copay	No copay
*Maternity	- Normal - Cesarean	No copay No copay	No deductible/coinsurance No deductible/coinsurance
*Nursery		No copay	No deductible/coinsurance
*OB	- Normal - Cesarean	\$420; 14/20 series schedule \$651; 14/20 series schedule balance under major medical	No deductible/coinsurance No deductible/coinsurance
*Surgical		14/20 series schedule balance under major medical	No deductible/coinsurance
			*Denotes In-Patient

<u>BENEFITS</u>	<u>STATE HEALTH BENEFITS</u>	<u>OUT-OF-NETWORK (NON-REFERRED)</u>	<u>IN-NETWORK (REFERRED)</u>
*Anesthesia	14/20 series schedule subject to time & operation balance under major medical	No deductible/coinsurance	No copay
*Doctor's Visits, In-Patient	\$46 1st day, \$14 next 364 days, balance under major medical	No deductible/coinsurance	No copay
Dependents	Spouse, children from birth to age 23, end of calendar year	Spouse, children from birth to age 23, end of calendar year	Spouse, children from birth to age 23, end of calendar year
Diagnostic X-rays, Radioactive Isotope	\$125 per year in Drs. office, OPD or private lab, fee scheduled (coordinated \$ maximum between OPD & Dr.) inpatient = 100%	No deductible/coinsurance, In-patient and out-patient	No copay, in-patient and out-patient
Pathological Lab Work	\$25 per year in Drs. office OPD or private lab on fee scheduled basis (coordinated \$ maximum between OPD & Drs.) inpatient = 100%	No deductible/coinsurance, In-patient and out-patient	\$15 copay in doctor's office, out-patient hospital No copay
Physical Therapy	\$50 per year, fee schedule for OPD or office (inpatient = 100%)	No deductible/coinsurance, In-patient and out-patient	\$15 copay up to 60 days, in-patient & out-patient
Radiation Therapy	\$500 per year, fee schedule for X-ray, for proven malignancy in OPD or office (inpatient = 100%)	No deductible/coinsurance	No copay in-patient and out-patient
Radium or Radon Therapy	\$150 per year fee schedule in & out of hospital (coordinated \$ maximum between HSP & MSP)	No deductible/coinsurance	No copay in-patient and out-patient
Routine Physical	Not covered	No copay up to \$150 preventive care allowance	\$10 copay

<u>MAJOR MEDICAL</u> <u>BENEFITS</u>	<u>STATE HEALTH BENEFITS</u>	<u>OUT-OF-NETWORK (NON-REFERRED)</u>	<u>IN-NETWORK (REFERRED)</u>
	Benefit Period	Calendar year	Calendar year
Maximum	\$1,000,000	\$1,000,000	Unlimited
Deductible	\$100 per calendar year, \$200 maximum family	\$100/\$200	N/A
Co-Insurance	80/20 1st \$2,000 expenses 100% balance calendar year	80/20 1st \$2,000, 100% balance calendar year	N/A
Mental & Nervous (Out-patient) (Paid in addition to 20 day hospital room & board benefit)	80/20 1st \$2,000, 100% balance of calendar year up to \$10,000 annual maximum with lifetime maximum \$20,000	80/20 1st \$2,000 100% balance of calendar year up to 90 days total (base & major medical combined) or \$50,000 lifetime maximum in-patient and out-patient combined	80/20 1st \$2,000 100% balance of calendar year up to 90 days total (base & major medical combined) or \$50,000 lifetime maximum in-patient and out-patient combined
52			
Mental & Nervous (In-patient) (Paid in addition to 20 day hospital room & board benefit)	80/20 1st \$2,000 100% balance of calendar year up to \$10,000 annual maximum with lifetime maximum \$20,000	80/20 1st \$2,000 100% balance of calendar year up to 90 days total (base & major medical combined) or \$50,000 lifetime maximum in-patient and out-patient combined	80/20 1st \$2,000 100% balance of calendar year up to 90 days total (base & major medical combined) or \$50,000 lifetime maximum in-patient and out-patient combined
Immunizations	Not covered	No deductible/coinsurance	\$10 copay
Routine			
Mammography	1 per year, subject to Rider J maximum.	No deductible/coinsurance	\$15 copay
Pap Smear	Balance under major medical One per year	No copay up to \$150 preventive care allowance	\$15 copay
Ambulance	80/20 after deductible	No deductible/coinsurance	No copay
Treatment for Accidental Injury in OPD or Drs. Office	Within 48 hours in OPD/office 1/4/20 series for surgery, casting, lab/X-Ray services subject to maximums, balances eligible under major medical	80% after deductible, doctor's office \$35 copay emergency room	\$15 copay, doctor's office \$35 copay emergency room

NOTE: The Non-Referred portion of the Quality Point of Service Program reimburses at the 90th percentile of HAAA for medical surgical services



## PROPOSED PLAN TO REPLACE NJ PLUS PPO OPTION

### NEW JERSEY SCHOOL DISTRICT

### U.S. HEALTHCARE QUALITY POINT OF SERVICE PROGRAMSM

#### NJ PATRIOT V IN-NETWORK

#### NJ LIBERTY CUSTOM OUT-OF-NETWORK

##### PRIMARY CARE PHYSICIAN VISITS

Office Hours	\$5 copay	70% after deductible
After Hours/Home Visits	\$10 copay	70% after deductible

##### SPECIALTY CARE

Office Visits	\$5 copay	70% after deductible
Diagnostic Outpatient Testing	\$5 copay	
Outpatient Therapy	\$5 copay	

##### OUTPATIENT SURGERY

No copay	70% after deductible
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##### HOSPITALIZATION

Room & Board (Semi-Private)	No copay	70% after deductible
Surgery & Anesthesia		
Medical & Surgical Specialist Care		
Diagnostic Testing		

##### SKILLED NURSING FACILITY

No copay	70% after deductible, 240 days
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##### EMERGENCY ROOM

\$35 copay	\$35 copay
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##### HOME CARE

No deductible/coinsurance
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##### MATERNITY

First OB Visit	\$5 copay	70% after deductible
Hospital	No copay	70% after deductible

##### MENTAL HEALTH

Inpatient	No copay, 35 days	70% after deductible, 60 days
Outpatient	\$25 copay/20 visits	70% after deductible, 30 visits

##### SUBSTANCE ABUSE

Detoxification	No copay	70% after deductible (drug only)*
Inpatient Rehabilitation	No copay, 30 days	70% after deductible, 30 days (drug only)*
Outpatient Rehabilitation	\$5 copay/60 visits	70% after deductible, 30 visits (drug only)*

##### PREVENTIVE CARE

Routine Physical	\$5 copay	Not covered
Routine Eye Exam	\$5 copay	Not covered
Annual GYN Exam	\$5 copay	Not covered
Immunizations	\$5 copay	Not covered
Mammography	\$5 copay	70% after deductible

##### CHIROPRACTIC CARE

\$5 copay/20 visits	70% after deductible, \$500 annual max.
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##### FINANCIAL

Deductible: Single/Family	N/A	\$100/\$200
Coinsurance	N/A	70/30
Coinsurance Limit: Single/Family	N/A	\$2,000/\$4,000
Lifetime Maximum Benefit	N/A	\$1,000,000

\* Alcoholism is treated as any other illness.



Quality Point of Service Program Proposal for  
Downe Township Board of Education

Effective Date: 3rd Quarter, 1995

Patriot V / Liberty Custom

Riders: \$70 Vision

Single	\$165.20
Parent and Child(ren)	\$241.20
Couple	\$360.10
Family	\$419.60

Service Areas: NNJ, SNJ, Phil

*Benefits Included*

Referred Care

See attached benefit descriptions

Non-Referred Care

See attached benefit descriptions

*Quote Conditions*

THESE RATES ARE APPLICABLE ONLY TO EMPLOYEES WITHIN  
CURRENT U.S. HEALTHCARE SERVICE AREAS

Assumed Dependent Eligibility	Dependent children to the end of the year in which he/she turns 23 or full-time students to the end of the year in which he/she turns 23.
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These quoted monthly rates are for a 12-month period from the effective date of coverage and are valid only for the benefit level and conditions stated above and such other terms and conditions as are set forth in the USHC and CHI Group Master Contracts or official renewal letters. Any changes in benefit level, conditions stated above, or other terms of the Group Master Contracts may require a change in rates. These rates are applicable only to residents of the United States of America. These rates are subject to final underwriting and corporate office approval. These rates may require further group-specific special rating. Rates may be adjusted to comply with State Insurance Department determinations.

Employer Authorization \_\_\_\_\_

Date \_\_\_\_\_

## PROPOSED PLAN TO REPLACE NJ PLUS PPO OPTION

STATE HEALTH BENEFITS/U.S. HEALTHCARE BENEFIT COMPARISON

<u>BENEFITS</u>	<u>NJ PLUS</u>		<u>STATE HEALTH BENEFITS PPO OPTION</u>	<u>IN-NETWORK</u>	<u>OUT-OF-NETWORK</u>	<u>PATRIOT V</u>	<u>IN-NETWORK (REFERRED)</u>	<u>OUT-OF-NETWORK (NON-REFERRED)</u>	<u>LIBERTY CUSTOM</u>
	<u>IN-NETWORK</u>	<u>OUT-OF-NETWORK</u>							
Non & Board Hospital	No copay	70% after deductible				No copay			70% after deductible
Mental & Nervous	No copay up to 25 day maximum. Balance at 90%	50% after deductible, 50 days				No copay 35 day maximum			70% after deductible, 60 days per calendar year
Coholism	No copay up to 25 day maximum. Balance at 90% (combined with mental health)	50% after deductible, 50 days (combined with mental health)				No copay 30 day maximum (combined with substance abuse)			70% after deductible
Tuberculosis	No copay	70% after deductible				No copay			70% after deductible
Meio	No copay	70% after deductible				No copay			70% after deductible
Infectious diseases & after effects	No copay	70% after deductible				No copay			70% after deductible
Pre-admission testing	No copay	70% after deductible				No copay			70% after deductible
Maternity	- Normal	70% after deductible				No copay			70% after deductible
	- Cesarean					No copay			
Nursery	No copay	70% after deductible				No copay			70% after deductible
B	\$5 copay	70% after deductible				No copay			70% after deductible
	\$5 copay					No copay			
Surgical	No copay	70% after deductible				No copay			70% after deductible
Emergency In-Patient	No copay	70% after deductible				No copay			70% after deductible
Anesthesia	No copay	70% after deductible				No copay			70% after deductible
Doctor's Visits, In-patient	No copay	70% after deductible				No copay			70% after deductible

**NJ PLUS**  
**STATE HEALTH BENEFITS PPO OPTION**  
**IN-NETWORK OUT-OF-NETWORK**

**BENEFITS**

**PATRIOT V**  
**IN-NETWORK (REFERRED)**

**LIBERTY CUSTOM**  
**OUT-OF-NETWORK (NON-REFERRED)**

Benefit	Spouse, children from birth to age 23	Spouse, children from birth to age 23
Diagnostic X-rays, Radioactive Isotope	No copay	70% after deductible
Medical Lab Work	No copay	70% after deductible
Physical Therapy	90%	70% after deductible
Radiation Therapy	No copay	70% after deductible
Radiotherapy or Radon therapy	No copay	70% after deductible
Spine Physical	\$5 copay	Not covered
Benefit Period	Calendar year	Calendar year
Maximum	Unlimited	\$1,000,000 lifetime
Deductible	N/A	\$100/\$250 \$200 per admission/deductible
Insurance	N/A	70/30 until coinsurance paid reaches a maximum of \$2,000/\$4,000
Medical & Nervous (outpatient)	90% up to \$15,000 annual limit	70% after deductible of \$15,000 annual limit

in addition to 20 day hospital room board benefit

maximum

deductible

insurance

medical & nervous (outpatient)

in addition to 20 day hospital room board benefit

Benefit	Spouse, children from birth to age 23	Spouse, children from birth to age 23
Diagnostic X-rays, Radioactive Isotope	\$5 copay	70% after deductible
Medical Lab Work	\$5 copay	70% after deductible
Physical Therapy	\$5 copay per visit/60 consecutive days	70% after deductible
Radiation Therapy	In-patient- no copay Out-patient - \$5 copay/visit 60 consecutive days	70% after deductible
Radiotherapy or Radon therapy	In-patient- no copay Out-patient - \$5 copay/visit 60 consecutive days	70% after deductible
Spine Physical	\$5 copay	Not covered
Benefit Period	Calendar year	Calendar year
Maximum	Unlimited	\$1,000,000 lifetime
Deductible	N/A	\$100/\$200 \$200 per admission/deductible
Insurance	N/A	70/30 until coinsurance paid reaches a maximum of \$2,000/\$4,000
Medical & Nervous (outpatient)	90% up to \$15,000 annual limit	70% after deductible of \$15,000 annual limit

in addition to 20 day hospital room board benefit



PROPOSED HMO OPTION  
NEW JERSEY SCHOOL DISTRICT  
U.S. HEALTHCARE QUALITY POINT OF SERVICE PROGRAM™

	<u>NJ PREMIER IN-NETWORK</u>	<u>NJ LIBERTY CUSTOM PLAN G OUT-OF-NETWORK</u>
<b>PRIMARY CARE PHYSICIAN VISITS</b>		
Office Hours	\$2 copay	50% after deductible
After Hours/Home Visits	\$5 copay	50% after deductible
<b>SPECIALTY CARE</b>		
Office Visits	No copay	50% after deductible
Diagnostic Outpatient Testing	No copay	50% after deductible
Outpatient Therapy	No copay	50% after deductible*
<b>OUTPATIENT SURGERY</b>	No copay	50% after deductible**
<b>HOSPITALIZATION</b>	No copay	50% after deductible**
Room & Board (Semi-Private)		
Surgery & Anesthesia		
Medical & Surgical Specialist Care		
Diagnostic Testing		
<b>SKILLED NURSING FACILITY</b>	No copay	50% after deductible, 240 days**
<b>EMERGENCY ROOM</b>	\$15 copay	\$15 copay**
<b>HOME CARE</b>	No copay	50% after deductible, 60 visits**
<b>MATERNITY</b>		
First OB Visit	No copay	50% after deductible
Hospital	No copay	50% after deductible**
<b>MENTAL HEALTH</b>		
Inpatient	No copay, 35 days	50% after deductible**
Outpatient	\$10 copay/30 visits	50% after deductible, 30 visits
<b>SUBSTANCE ABUSE</b>		
Detoxification	No copay	50% after deductible (drug only)**
Inpatient Rehabilitation	No copay, 28 days	50% after deductible, 30 days (drug only)*
Outpatient Rehabilitation	No copay/30 visits	50% after deductible, 30 visits (drug only)*
<b>PREVENTIVE CARE</b>		
Routine Physical	\$2 copay	Not covered
Routine Eye Exam	\$2 copay	Not covered
Annual GYN Exam	\$2 copay	Not covered
Immunizations	\$2 copay	Not covered
Mammography	\$2 copay	50% after deductible
<b>CHIROPRACTIC CARE</b>	\$2 copay/20 visits	50% after deductible, \$500 annual max.**
<b>FINANCIAL</b>		
Deductible: Single/Family	N/A	\$1,000/\$3,000
Coinsurance	N/A	50/50
Coinsurance Limit: Single/Family	N/A	\$10,000/\$30,000
Lifetime Maximum Benefit	N/A	\$500,000

\* Alcoholism is treated as any other illness.

\*\* Pre-certification required or benefits will be substantially reduced.



Quality Point of Service Program Proposal for  
Downe Township Board of Education

Effective Date: 3rd Quarter, 1995

New Jersey State Premier HMO / Custom G  
Riders: \$70 Vision

Single	\$182.60
Parent and Child(ren)	\$270.30
Couple	\$403.70
Family	\$469.40

Service Areas: NNJ, SNJ, Phil

*Benefits Included*

Referred Care

See attached benefit descriptions

Non-Referred Care

See attached benefit descriptions

*Quote Conditions*

THESE RATES ARE APPLICABLE ONLY TO EMPLOYEES WITHIN  
CURRENT U.S. HEALTHCARE SERVICE AREAS

Assumed Dependent Eligibility	Dependent children to the end of the year in which he/she turns 23 or full-time students to the end of the year in which he/she turns 23.
-------------------------------	--

These quoted monthly rates are for a 12-month period from the effective date of coverage and are valid only for the benefit level and conditions stated above and such other terms and conditions as are set forth in the USHC and CHI Group Master Contracts or official renewal letters. Any changes in benefit level, conditions stated above, or other terms of the Group Master Contracts may require a change in rates. These rates are applicable only to residents of the United States of America. These rates are subject to final underwriting and corporate office approval. These rates may require further group-specific special rating. Rates may be adjusted to comply with State Insurance Department determinations.

Employer Authorization \_\_\_\_\_

Date \_\_\_\_\_

DNOWNE TOWNSHIP BOARD OF EDUCATION  
COST COMPARISON  
STATE HEALTH BENEFITS VS. US HEALTHCARE

PRESENTED BY ALLEN ASSOCIATES

<u>STATE OFFERING</u>	<u>S</u>	<u>HW</u>	<u>PC</u>	<u>E</u>	<u>EMPLOYEE</u>
00 Trad	7 @ \$221.48	9 @ \$483.11	2 @ \$323.17	10 @ \$564.73	26
01 PPO	2 @ \$175.56	0 @ \$390.73	0 @ \$259.24	4 @ \$454.64	6
10 HMO BLUE	1 @ \$198.89	0 @ \$427.51	0 @ \$294.47	0 @ \$507.41	1
13 HIP	0 @ \$187.16	0 @ \$409.22	0 @ \$282.46	0 @ \$487.08	0
17 PRU-CARE	0 @ \$175.88	0 @ \$388.54	0 @ \$267.97	0 @ \$462.11	0
18 AETNA	5 @ \$188.96	6 @ \$411.86	1 @ \$284.27	4 @ \$490.22	16
19 USHC	4 @ \$179.51	2 @ \$396.59	1 @ \$265.66	9 @ \$461.30	16
23 CIGNA	0 @ \$219.18	0 @ \$471.89	0 @ \$325.70	0 @ \$561.84	0
				TOTAL EMPLOYEES	67
	NJSHB			TOTAL MONTHLY PREMIUM	\$26,150.25
				TOTAL ANNUAL PREMIUM	\$313,803.00

USHC PROPOSED

• LIBERTY A/ PATRIOT X	7 @ \$186.80	9 @ \$406.60	2 @ \$272.00	10 @ \$475.20	28
• LIBERTY F/ PATRIOT V	2 @ \$165.20	0 @ \$360.10	0 @ \$241.20	4 @ \$419.60	6
•• USHC PREMIER	10 @ \$180.80	8 @ \$399.70	2 @ \$267.60	13 @ \$464.70	33
				TOTAL EMPLOYEES	67
	USHC			TOTAL MONTHLY PREMIUM	\$23,853.70
				TOTAL ANNUAL PREMIUM	\$286,244.40
			ANNUAL TOTALS -	SHB USHC SAVINGS	\$313,803.00 \$286,244.40 \$27,558.60

- Includes - All traditional subscribers.
- Includes - All NJ Plus subscribers.
- Includes - All HMO subscribers.

NOTE: Both NJSHB and USHC rates are guaranteed for a 7/1/95 - 6/30/96 period.  
USHC guarantees a second year renewal not to exceed 6% of proposed rates and a third year renewal not to exceed 9% of the second year rates.

52 Q

Above savings are realized versus NJSHB 7-1-95 rates. Actual annual savings versus your current NJSHB premium billing is \$43,752.00.

03/14/95

10

DONNE TOWNSHIP BOARD OF EDUCATION  
HEALTH/PRESCRIPTION COST COMPARISON

<u>CURRENT PROGRAMS</u>	<u>MONTHLY PREMIUM</u>	<u>ANNUAL PREMIUM</u>
* State Health Benefits	\$26,150.25	\$313,803.00
BC/BS Prescription	\$ 5,940.35	\$ 71,284.20
<b>TOTALS</b>	<b>\$32,090.60</b>	<b>\$385,087.20</b>

\* July 1, 1995 rates

<u>ALLEN ASSOCIATES PROPOSAL</u>	<u>MONTHLY PREMIUM</u>	<u>ANNUAL PREMIUM</u>
US Healthcare	\$23,853.70	\$286,244.40
Fiabane Prescription	\$ 5,120.85	\$ 61,450.20
<b>TOTALS</b>	<b>\$28,974.55</b>	<b>\$347,694.60</b>
<b>SAVINGS</b>	<b>(\$ 3,116.05)</b>	<b>(\$ 37,392.60)</b>
		9.7%

NOTE: Above savings are realized versus NJSHB 07-01-95 rates. Actual annual savings versus your current NJSHB premium billing is \$43,752.00. When added to the Fiabane prescription savings, the total annual premium reduction versus current rates is \$53,586.00 (13.9%).

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APPENDIX "C"

SCHEDULE A

Source (Cont)

TEACHER'S SALARY GUIDE 1995-96

Teacher

1995/96 GUIDE

		84/95	85/96	EA	EA+15	EA+30	MA	MA+15	MA+30
		step	step	-----	-----	-----	-----	-----	-----
		1	27203	27223	28049	28459	28869	29303	
1	2	27996	28416	28386	29256	29576	30096		
2	3	28784	29204	29524	30044	30464	30884		
3	4	29571	29851	30411	30831	31251	31671		
4	5	30359	30773	31199	31619	32039	32459		
5	6	31146	31566	31986	32406	32826	33246		
6	7	31934	32354	32774	33194	33614	34034		
7	8	32721	33141	33561	33981	34401	34821		
8	9	33508	33928	34348	34768	35188	35608		
9	10	34295	34715	35135	35555	35975	36395		
10	11	35084	35504	35924	36344	36764	37184		
11	12	35871	36291	36711	37131	37551	37971		
12	13	36659	37079	37499	37919	38339	38759		
13	14	37446	37866	38286	38706	39126	39546		
14	15	38234	38654	39074	39494	39914	40334		
15	16	39021	39441	39861	40281	40701	41121		

6/24  
6/20/95

5/17  
TO  
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## SCHEDULE A

5/21

Downe (Cum)

## TEACHER'S SALARY GUIDE 1996-97

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1996/97 GUIDE

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94/95	95/96	96/97	EA	EA+15	EA+30	MA	MA+15	MA+30
Step	Step	Step	-----	-----	-----	-----	-----	-----
		1	27742	28183	28624	28665	28906	29347
	1	2	28559	28910	29451	29892	30333	30774
1	2	3	28956	29307	29848	30289	30730	31160
2	3	4	30223	30564	31105	31546	31987	32428
3	4	5	31050	31491	31932	32373	32814	33255
4	5	6	31877	32318	32759	33200	33641	34082
5	6	7	32703	33144	33585	34026	34467	34908
6	7	8	33530	33971	34412	34853	35294	35735
7	8	9	34357	34798	35239	35680	36121	36562
8	9	10	35184	35625	36066	36507	36948	37389
9	10	11	36011	36452	36893	37334	37775	38216
10	11	12	36838	37279	37720	38161	38602	39043
11	12	13	37665	38106	38547	38988	39429	39870
12	13	14	38492	38933	39374	39815	40256	40697
13	14	15	39319	39760	40200	40641	41082	41523
14	15	16	40146	40586	41027	41468	41909	42350
15	16	17	40972	41413	41854	42295	42736	43177

drw  
6/6/96

3/1/97  
TOM  
JUN  
CR

## SCHEDULE A

4/31

## TEACHER'S SALARY GUIDE 1997-98

Downe (Sum)

Each

1997/98 GUIDE

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94/95	95/96	96/97	97/98	98	98+15	98+30	99	99+15	99+30
step	step	step	step	-----	-----	-----	-----	-----	-----
			1	28127	28597	29048	29548	29970	30431
			1	28351	28451	28912	30373	30634	31235
		1	2	29895	30316	30776	31237	31698	32199
1	2	3	4	30719	31180	31640	32101	32562	33023
2	3	4	5	31563	32044	32505	32965	33426	33887
3	4	5	6	32447	32908	33369	33829	34290	34751
4	5	6	7	33311	33772	34233	34694	35154	35615
5	6	7	8	34175	34636	35097	35558	36019	36479
6	7	8	9	35039	35500	35961	36422	36883	37343
7	8	9	10	35803	36364	36825	37286	37747	38208
8	9	10	11	36767	37228	37689	38150	38611	39072
9	10	11	12	37631	38092	38553	39014	39475	39936
10	11	12	13	38496	38956	39417	39878	40339	40800
11	12	13	14	39360	39820	40281	40742	41203	41664
12	13	14	15	40224	40685	41145	41606	42067	42528
13	14	15	16	41088	41549	42009	42470	42931	43392
14	15	16	17	41952	42413	42874	43334	43795	44256
15	16	17	18	42816	43277	43739	44199	44659	45120

dm  
8July95

## **SCHEDULE A**

### **AIDE'S SALARY GUIDE 1995-96**

# 4  
Downe Twp (Cum)

1995/96 Aide's Salary Guide

step	A hs	B +15	C +30	D +45	E AA
1	9975	10290	10605	10920	11235
2	10395	10710	11025	11340	11655
3	10815	11130	11445	11760	12075
4	11235	11550	11865	12180	12495
5	11655	11970	12285	12600	12915
6	12075	12390	12705	13020	13335
7	12495	12810	13125	13440	13755
8	12915	13230	13545	13860	14175
9	13335	13650	13965	14280	14595
10	13755	14070	14385	14700	15015
11	14175	14490	14805	15120	15435

drw  
8July95

\* Years of service do not correspond with steps on the guide. Placement will be on an N-5 basis with the exception of Cheryl Boswell and April Moore.

**SCHEDULE A**  
**AIDE'S SALARY GUIDE 1996-97**

# 7

Docne Typ (Cm)

1996/97 Aide's Salary Guide

Step	A Re	B +15	C +30	D +45	E AA
1	10033	10364	10694	11025	11356
2	10474	10805	11135	11466	11797
3	10915	11246	11576	11907	12238
4	11356	11687	12017	12348	12679
5	11797	12128	12458	12789	13120
6	12238	12569	12899	13230	13561
7	12679	13010	13340	13671	14002
8	13120	13451	13781	14112	14443
9	13561	13892	14222	14553	14884
10	14002	14333	14663	14994	15325
11	14443	14774	15104	15435	15766
12	14884	15215	15545	15876	16207

Scr  
23July95

\* Years of service do not correspond with steps on the guide. Placement will be on an N-5 basis

**SCHEDULE A**  
**AIDE'S SALARY GUIDE 1997-98**

# 10

Downe Twp (Cont.)

1997/98 Aide's Salary Guide

step	A hs	B +15	C +30	D +45	E AA
1	10023	10369	10714	11060	11406
2	10484	10830	11175	11521	11867
3	10945	11291	11636	11982	12329
4	11406	11752	12097	12443	12788
5	11867	12212	12558	12904	13249
6	12328	12673	13019	13365	13710
7	12789	13134	13480	13825	14171
8	13249	13595	13941	14286	14632
9	13710	14056	14401	14747	15093
10	14171	14517	14862	15208	15554
11	14632	14977	15323	15669	16014
12	15093	15458	15794	16130	16475
13	15554	15999	16245	16590	16936

dw  
2July95

\* Years of service do not correspond with steps on the guide. Placement will be on an N-5 basis.

## SCHEDULE B

B-1

### EXTRACURRICULAR COMPENSATION

Teachers of extracurricular activities under Board supervision shall be compensated at the following rates:

1995-1998      \$600.00 per year

B-2

### SPECIAL EDUCATION COORDINATOR COMPENSATION

1995-1998      \$1600.00 per year

### LONGEVITY PROVISION

Longevity shall be paid as follows to all staff employed prior to July 1, 1992:

#### **1995-96 & 1996-97**

5 years	\$250.00
10 years	\$500.00
15 years	\$700.00
20 years	\$1000.00

#### **1997-1998**

5 years	\$300.00
10 years	\$600.00
15 years	\$900.00
20 years	\$1200.00

## OFF-GUIDE GRANDFATHERED AIDES

### 1995-96

Doris Blizzard	15,645
Marjorie Chillari	16,485
Linda Mints	15,645
Peggy Stratton	16,485

### 1996-97

Doris Blizzard	16,427
Marjorie Chillari	17,389
Linda Mints	16,427
Peggy Stratton	17,389

### 1997-98

Doris Blizzard	17,166
Marjorie Chillari	18,088
Linda Mints	17,166
Peggy Stratton	18,088

***SCHEDULE A***

**SECRETARIES, CUSTODIANS, CAFETERIA, CLERICAL AIDES & VAN DRIVERS**  
**CLERKS & CLERK REGISTRARS**

**SALARY GUIDE 1995-96**

EMPLOYEE	STEP A NEW HIRES	STEP B	Step C	Step D	STEP I	STEP 2
Secretary	7.53	8.26	8.99	9.72	10.45	11.18
Custodian (Elementary & Downe Towne)	7.53	8.26	8.99	9.72	10.45	11.18
Custodians	7.27	8.00	8.73	9.46	10.19	10.92
Night Custodian	7.15	7.83	8.51	9.19	9.87	10.55
Cafeteria Manager	6.83	7.46	8.09	8.72	9.35	9.98
Cafeteria Worker	6.51	7.14	7.77	8.40	9.03	9.66
Clerical Assistant	6.51	7.14	7.77	8.40	9.03	9.66
Clerk	6.51	7.14	7.77	8.40	9.03	9.66
Clerk Registrar	6.51	7.14	7.77	8.40	9.03	9.66
Van Driver	6.51	7.14	7.77	8.40	9.03	9.66
Medical Van Aide	17.48	18.11	18.74	19.37	20.00	21.00

**SCHEDULE A**

**SECRETARIES, CUSTODIANS, CAFETERIA, CLERICAL AIDS & VAN DRIVERS**  
**CLERKS & CLERK REGISTRARS**

**SALARY GUIDE 1996-97**

EMPLOYEE	STEP A NEW HIRES	STEP B	Step C	Step D	STEP 1	STEP 2
Secretary	7.89	8.66	9.43	10.20	10.97	11.74
Custodian (Elementary & Downe Towne)	7.89	8.66	9.43	10.20	10.97	11.74
Custodians	7.62	8.39	9.16	9.93	10.70	11.47
Night Custodian	7.48	8.20	8.92	9.64	10.36	11.00
Cafeteria Manager	7.18	7.84	8.50	9.16	9.82	10.48
Cafeteria Worker	6.84	7.50	8.16	8.82	9.48	10.14
Clerical Assistant	6.84	7.50	8.16	8.82	9.48	10.14
Clerk	6.84	7.50	8.16	8.82	9.48	10.14
Clerk Registrar	6.84	7.50	8.16	8.82	9.48	10.14
Van Driver	6.84	7.50	8.16	8.82	9.48	10.14
Medical Van Ride	18.36	19.02	19.68	20.34	21.00	22.05

**SCHEDULE A**

**SECRETARIES, CUSTODIANS, CAFETERIA, CLERICAL AIDES & VAN DRIVERS**  
**CLERKS & CLERK REGISTRARS**

**SALARY GUIDE 1997-98**

EMPLOYEE	STEP A NEW HIRES	STEP B	Step C	Step D	STEP 1	STEP 2
Secretary	8.22	9.03	9.84	10.65	11.40	12.27
Custodian (Elementary & Downe Towne)	8.22	9.03	9.84	10.65	11.40	12.27
Custodians	7.94	8.75	9.56	10.37	11.18	11.99
Night Custodian	7.83	8.58	9.33	10.08	10.83	11.58
Cafeteria Manager	7.50	8.19	8.88	9.57	10.26	10.95
Cafeteria Worker	7.15	7.84	8.53	9.22	9.91	10.60
Clerical Assistant	7.15	7.84	8.53	9.22	9.91	10.60
Clerk	7.15	7.84	8.53	9.22	9.91	10.60
Clerk Registrar	7.15	7.84	8.53	9.22	9.91	10.60
Van Driver	7.15	7.84	8.53	9.22	9.91	10.60
Medical Van Ride	19.29	19.98	20.67	21.36	22.05	23.04